

Department of Families, Seniors, Disability Services and Child Safety

Restrictive Practice Compliance Report

Reporting Compliance

Organisations are required to report the use of any Restrictive Practices which have occurred during the month, to the Department. The reporting of usage can occur any time during the month, or once the end of the month has been reached.

Once the data entry of the Restrictive Practice Usage information has occurred for a Service User and Service Outlet, this information is to be “authorised”. The authorisation is a confirmation step and indicates that the Restrictive Practice Usage submission is complete for a Service Outlet, Service User and reporting month.

This authorisation step is needed to:

- Identify whether all usage been reported for a Service User and Service Outlet for the month.
- Differentiate between a Service User with no Restrictive Practice Usage in the month vs unknown usage due to non-reporting.

Authorisation is **required** in the following scenarios;

1. The Service User has an approval in place for the use of restrictive practices, and
 - a. Restrictive practices have been used, or
 - b. Restrictive practices have not been used; or
2. The Service User does not have an approval in place, and
 - a. Restrictive practices have been used.

The process of Authorising is to be undertaken by an Officer with the access of Authorising Agency Officer role for that Organisation.

Refer to the [Restrictive Practice Authorisation Guide](#) for more information on this process.

Monthly Reporting Timeline

The relevant Service Provider must give the information to the Chief Executive—

- a. by the second Friday of the calendar month immediately after the calendar month in which the restrictive practice is used; and
- b. at other times if the Chief Executive, by written notice, requires the relevant service provider to do so.

Compliance Report

The Restrictive Practice Compliance Report is provided to allow Organisations the ability to monitor their own compliance around the reporting and recording of usage of restrictive practices.

Display Restrictive Practice Compliance Report

From the Online Data Collection page:

1. **Select** Reports hyperlink from the *Main Menu* to display the *Reports* page.

The screenshot shows the 'Online Data Collection' interface. On the left is a 'Main Menu' with links: Administration, Resources, Service User, Restrictive Practice, Reports, Internal Reports, Bulk Import, Other Software, Systems Import, and What's new?. A green arrow points to the 'Reports' link. The main content area is titled 'Online Data Collection > Reports' and lists various report options. A green arrow points to the 'Restrictive Practice Compliance Report' link. Below this link is a description: 'Use this report to track your agency's Restrictive Practice usage reporting and overall compliance.'

Online Data Collection

- +1 [Administration](#)
- [Resources](#)
- [Service User](#)
- +1 [Restrictive Practice](#)
- +1 [Reports](#)
- +1 [Internal Reports](#)
- +1 [Bulk Import](#)
- +1 [Other Software](#)
- [Systems Import](#)
- [What's new?](#)

[Online Data Collection > Reports](#)

Reports

- Agency List**
Shows details of your agency.
- Quarterly Reporting Checklist**
Lists what you need to do to ensure your agency is compliant for any given quarter
- Current Service User List**
Display a list of all currently linked service users by Agency Provider/s.
- Reported Services List**
Report containing the details of the service users who have been reported as receiving a service during the defined period.
- Service Type Outlet List**
Show a list of all service type outlets associated with your agency.
- Reported Data Extract**
Extracts data for your agency to your computer as a comma separated file (or files) for use in ad-hoc reporting.
- DSQ Bulk Export**
Performs a bulk export of data between a date range.
- Restrictive Practice Monthly Reporting Checklist**
Lists what your agency needs to do in order to complete your monthly Restrictive Practice Usage reporting.
- Restrictive Practice Compliance Report**
Use this report to track your agency's Restrictive Practice usage reporting and overall compliance.
- Restrictive Practice Usage Report**
Shows a list of Restrictive Practice used for an Agency, Service Outlet, Service User and Restrictive Practice Type.
- Client Record of Restrictive Practice Usage Report**
Shows a list of Restrictive Practice usage for a Service User during a specified time period.
- Operating Service Agreement Details**
This report tracks changes on contracted funding and output quantities (and agreed variations) with the service provider under the service agreement. The information is presented on a month by month basis to clearly show new, varied or ceased funding records.
- Service Provider Payment Summary**
This report provides information on payments to the service provider under the service agreement. The information is presented on a month by month basis to clearly show the timing of payments made for each funding record.

2. Select the Restrictive Practice Compliance Report hyperlink from the Reports Menu, to display the *Compliance Report* page.

Online Data Collection

- [+] [Administration](#)
- [Resources](#)
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- [What's new?](#)

Online Data Collection

What's new?
Notifying the department of an Approval for restrictive practices - Important changes from 01 July 2... **Last updated:** 01/07/2019

Administration
Allows for administration of agency, service type outlet and ODC user details.

Initialisation
Setup for a first time user.

Resources
Collection of documents with helpful guidelines for system users.

Service Type Outlet
Data entry of service type outlet details for your agency each quarter.

Service user
Search and view service user, services received and restrictive practices information for your agency each quarter.

Reports

- Authorisations for release of final data for use in the quarterly DS NMDS collection
- Standard Service Type Outlet and Service User list reports
- 'Reported Data extract' for ad-hoc reporting purposes.

Internal Reports

- Standard Service Type Outlet and Service User list reports
- List of Online Data Collection users who accessed the reports

Bulk Import

- Upload files containing either Service User, Service Type Outlet, Service User Services Received and/or Service Type Outlet Quarterly data that are to be imported into the system.
- Search for status of the uploaded files' import process

Other Software Systems Import

- Upload files containing either Service User, Service Type Outlet, Service User Services Received and/or Service Type Outlet Quarterly data that are to be imported into the system.
- Search for status of the uploaded files' import process

3. Restrictive Practice Compliance Report fields are displayed

Online Data Collection

- [+] [Administration](#)
- [Resources](#)
- [Service User](#)
- [+] [Restrictive Practice](#)
- [+] [Reports](#)
- [+] Disability Services Service Agreement Reports
- [+] NMDS
- [+] Historical - Disability Services Reports
- [-] Restrictive Practices
 - [Restrictive Practice Declarations](#)
 - [Verify Service Outlets](#)
 - [Restrictive Practice Monthly Reporting Checklist](#)
 - [Restrictive Practice Compliance Report](#)
 - [Restrictive Practice Usage Report](#)
 - [Client Record of Restrictive Practice Usage Report](#)

[Online Data Collection](#) > [Reports](#) > Restrictive Practice Compliance Report

Restrictive Practice Compliance Report

An asterisk (*) indicates a required field.

Filtering Options

Report by:

☒ Agency ☐ Service Outlet ☐ Service User

Agency:*

Reporting Year:*

Reporting Month:*

- In order to ascertain the Agency's compliance position, select 'Agency'; or

- In order to ascertain a specific Service Outlet within the Agency, select 'Service Outlet'; or
- In order to ascertain the compliance status for a specific Service User, select 'Service User'.

Based on the securities within ODC, the Agency field will be pre-populated.

- Select the Reporting Year from the drop-down list.
- Select an individual Reporting Month or select 'All' to view the compliance report for a complete year.
- Click "Run Report".

The resulting Restrictive Practice Compliance Report can be accessed by clicking on the Link: Restrictive Practice Compliance Report.

4. The **Restrictive Practice Compliance Report** will open as a 'preview' in your browser.
5. By clicking on the 'Export drop down menu' icon, you can save the report as a PDF or export it to MS Excel for graphing etc.

Understanding the Restrictive Practice Compliance Report

Month - Year	Service Outlet Reference	Service Outlet	Client Reference	RP Approval	Approval End Date	Reporting Status	Last Reported Usage Date	Authorised Date	Reporting Compliance	Indemnity Date	Number of Days Outside Indemnity	Overall Compliance
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Month – Year – The Month and Year for which the data in the line relates.

Service Outlet Reference – The Service Outlet reference number.

Service Outlet – The name of the Service Outlet where the approval has been provided or where instances of use of restrictive practices has been reported.

Client Reference – The (departmental) unique identifier for the client.

RP Approval – During the Month and Year on this line, is / was there an approval for the use of restrictive practices in place? The values for this field are;

Yes – an approval is / was in place for the whole month / year

No – there is / was no approval in place for the whole month / year

Partial – there is / was an approval in place for part of the month / year

Approval End Date – The end date of the approval for the use of Restrictive Practices.

Reporting Status – The reporting status on the use of restrictive practice for this client for the month / year. Reporting Status values for this field are;

Not Reported – Where there is an approval in place (for the whole month or partial period of it) but NO instances of use have been recorded in the system (ODC)

Draft – Regardless of any approval which may or may not be in place for the month / year, client and Service Outlet, instances of use of restrictive practices have been recorded in the system but are yet to be Authorised (confirmed) as being true and correct.

Reported – Regardless of any approval which may or may not be in place for the month / year, client and Service Outlet, instances of use of restrictive practices have been recorded in the system and have been Authorised (confirmed) as true and correct.

Last Reported Usage Date – The last date that restrictive practice usage was recorded for the combination of month / year, Service Outlet, and Client.

Authorised Date – The date the recorded usage was authorised. This will be blank if the authorising stage has not been completed.

Reporting Compliance – A Yes / No value to indicate if Reporting Compliance has been met in accordance with the legislated timeframes.

Indemnity Date – In accordance with section 169 (3) (b), of the *Disability Services Act 2006*, the relevant service provider may only use the restrictive practice until 30 days after the existing consent ends. The Indemnity Date field is the date as at the 30th day.

Number of Days Outside Indemnity – A system calculated field returning the number of days between the Last Reported Usage Date and the Indemnity Date.

Overall Compliance – A Yes / No value to indicate if Overall Compliance has been met. Overall compliance is achieved when Reporting Compliance is met, and there is a current approval for the use of restrictive practices in place, for the Service User and Service Outlet.

For further clarification of this report, please contact Compliance and Reporting, Restrictive Practice Operations on 1800 902 006 (option 1) or at compliance_rp@qld.gov.au.